

MEMORANDUM FOR:

FROM:

SUBJECT: Intelligent Comm Terminal Award

7/14

Subject File:

Personal Computer

Bernie:

Just wanted to let you know that we awarded the ICT contract to Wang. Their price including all options except printer and hard disk was \$5000 (that includes software development by Simpack). The printers they offered were the std 35 cps and the Epson FX-80 160 cps daisy wheel printer.

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will be a matter between OI and OL. The prices quote are good for up to 3000 units and are solid through FY85. If there is anything you believe we should cover in negotiations, please let me know.

I have lots of stuff...other proposals, etc that you are welcome to look at. Call for more info!.....

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~~ADMINISTRATIVE - INTERNAL USE ONLY~~

2 February 1984

MEMORANDUM FOR: ODP Policy Board

VIA: Director of Data Processing

FROM:
Chief, Management Staff, ODP

SUBJECT: Personal Computer Policy

1. The personal computer policy, as agreed upon at the Policy Board Meeting of 26 January 1984, is:

The Office of Data Processing will develop, maintain, and support an interim product line consisting of WANG personal computers and related hardware, software, and support services. Modifications to this policy will be considered by the Policy Board as required. This interim policy is in effect until 31 December 1987.

2. The question of how ODP will support the policy will be answered by the Chief, Consulting and Assistance Group with the help of other Group Chiefs as appropriate.

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SUBJECT: Personal Computer Policy

STAT

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2 February 1984

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Policy Number 14 - Personal Computers* for Headquarters**
Applications

1 The Office of Security feels strongly that the use of personal computers should be restricted to situations where the most stringent controls can be exercised. Their use poses formidable security problems and should be discouraged.

2. Experience to date clearly indicates that the use of unclassified word and data processing equipment in classified work areas creates a very real threat of contamination of the unclassified system. This is especially true of these small, "user friendly" computer systems. In fact, the smaller and more "friendly" the system, the greater the potential security risk. This contamination occurs in spite of conscientious efforts on the part of well intentioned individuals to prevent such occurrences. For this reason, all word and data processing accomplished in Headquarters work areas will be presumed to be classified. Thus, such processing will be handled and controlled accordingly.

POLICY

1. The Office of Security policy is to restrict the use of personal computers to only those applications which can be solidly justified for reasons such as efficiency and substantial cost savings, and where demonstrably robust security controls exist.

PROVISIONS

1. In those selected cases where sufficient management justification exists, the use of personal computers for the processing of Agency official information in a work-related capacity may be approved providing:

a. The use of personal computer equipment, in each case, is approved by the operating official or his designee, and the Office of Security.

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* A personal computer is defined as one which (a) is easily transportable, (b) possesses limited software capabilities, and (c) requires few or no special devices for hook-up and operation.

** The Headquarters Building, the Agency training centers and Agency owned or leased facilities located in the Washington D.C. metropolitan area.

- b. The personal computer equipment is TEMPEST approved, or otherwise controlled, in accordance with standards published by the Office of Communications.
- c. The operating official or his designee creates, publishes, and promulgates written procedures designed to securely control the use of personal computers, and all associated magnetic media and printed output.

PROCEDURES

1. Procedures must be published and coordinated with, and concurrence received from, the Office of Security. This document must include strict procedures to:

- a. Maintain positive segregation of classified processing from unclassified activities.
- b. Provide for the use of unique identification labels for all magnetic media associated with and used for processing with personal computers.
- c. Provide for the labeling of all personal computer generated output, including unclassified.
- d. Provide for the definite segregation of unclassified personal computer printed output from classified program/project printed output.
- e. Prevent the removal of all personal computer magnetic media from the facility. If data recorded on such magnetic media needs to be removed from Agency control, the data must be dumped to a factory fresh media, and the transferred data must be printed to verify that only the intended data is released.
- f. Provide for the strict control of all magnetic media used for diagnostics and maintenance of personal computer systems.
- g. Prevent the removal of personal computers from the Agency controlled area without proper sanitization and the written approval of the operating official, or his designee, and the Office of Security.
- h. Prevent the relocation of personal computers within the program/project area without the written approval of the operating official, or his designee, and the Office of Security.

GENERAL

1. All personnel should be aware of the volatile/non-volatile memory characteristics of personal computers. Although most personal computers have volatile* memory, there are some personal computers which have non-volatile* memory. Also, some personal computers, whose basic design is categorized as volatile, employ a battery, a capacitor, or some other device to retain the data in memory for a period of time after a power failure, often for several days. Wherever possible, personal computers with volatile memory and no memory sustaining device should be used. Where such computers are not suitable, personal computers with non-volatile memory may be used provided memory is sanitized prior to power OFF at close of business in accordance with established procedures. In those instances where a memory sustaining device is employed, a positive disconnect feature must be employed to clear memory at close of business or when unattended.

2. Maintenance of personal computers also presents a problem which must be assessed as experience is gained. Thus, for the present, personal computers requiring maintenance must be repaired by staff or contractor personnel possessing an Agency Top Secret staff-type clearance.

3. Hardware components, software, and the computers themselves must be acquired through approved Agency sources only, and approved by the Office of Security.

4. Auxiliary storage media associated with personal computers, usually in the form of floppy disks and tape cassettes, will be destroyed in accordance with present regulations for non-soluble materials.

5. Personally owned personal computers will not be allowed in Agency classified working areas.

6. Each such approved personal computer system and published security procedures must be available for periodic security audits by the Information System Security Group, Office of Security.

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* Volatile memory does not retain the data recorded thereon after power OFF.

* Non-volatile memory does retain the data after power OFF, thus, the data is available upon restoration of power.

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